

# **TOWN OF LUNENBURG**

## **SALARY ADMINISTRATION PLAN**

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## **PREAMBLE**

This by-law establishes a Salary Administration Plan, hereinafter called the "Plan", which classifies several positions of town services into groups, establishes salary schedules, establishes so called "fringe" benefits, or "indirect pay" provisions, such as holidays and vacations with pay, sick leave, and the like, and establishes a Personnel Committee to administer the Plan, as hereinafter provided, and to represent the interest of both taxpayers and town employees.

## **SECTION 1. THE PERSONNEL COMMITTEE**

There is hereby established a Personnel Committee consisting of five members, one of which shall be a town employee, to be appointed by the Selectmen and Town Moderator, and each member shall serve for a term of three years; provided, however, that of the members originally appointed, one shall serve a term of one year, two for a term of two years, and two for a term of three years, as designated by the Selectmen and Town Moderator. However, nothing herein shall be deemed to prohibit the chairman of the Personnel Committee from designating a member of said committee to serve ex officio as representative of said Committee on a study committee of the Town Meeting, nor shall such service affect the tenure of said member of the Personnel Committee. If any member of the Personnel Committee shall resign or otherwise vacate the office before the expiration of their term, the successor shall be appointed by the Selectmen and Town Moderator, at their discretion, to serve for the balance of the unexpired term.

Said Committee shall elect its own chairman and vice-chairman by September 15<sup>th</sup> of each year; and in the absence or incapacity of the chairman, the vice-chairman shall act as chairman. The Committee shall keep a record of its official proceedings and actions, may establish its own rule of procedure and may, subject to appropriation therefore, retain such clerical and other assistance, and make such other expenditures as may be necessary to the performance of its duties. Three members shall constitute a quorum for the transaction of the business of the committee, and the affirmative vote of three members shall be necessary to any official act of the Committee.

The Personnel Committee is hereby authorized to administer the provisions of this by-law, except for such duties as may be specifically assigned by statute or by-law to other town officers, boards or committees. Appeals for decisions of the Personnel Committee may be taken to the Town at the next Annual or Special Town Meeting.

The Personnel Committee may from time to time issue, amend, or revoke Administrative Orders for the purpose of giving effect to the provisions of this by-law, and for the purpose of giving effect to the provisions of such other by-laws and votes of the Town, pertaining to personnel administration, as said Committee may be responsible for administering and/or enforcing. Each such order shall be numbered in sequence, and said Committee shall maintain in the Town Office a file for all such orders issued, said file to be open to public inspection.

Except as otherwise provided by law, the Committee shall have access to all facts, figures, records and other information relating to the personnel of town departments other than the School Department, and the same shall be furnished forthwith by any such department whenever so requested by the Personnel Committee, in such a form as said Committee may require.

## **SECTION 2. CLASSIFICATION AND SALARY SCHEDULE**

The positions of all officers except those part-time administrative positions required by statute, and employees in the service of the Town, whether probationary, full-time, part-time, hourly, seasonal, intermittent, and any others, other than those positions filled by popular election, all contractual employees, all police officers under the rank of Police Chief, and those under the direction and control

of the School Committee, are hereby classified by titles in the groups listed in Schedule A, entitled "Classification and Salary Schedule", as set forth in this by-law.

### **SECTION 3. TITLE OF POSITIONS**

No person shall be appointed, employed or paid as an employee in any position subject to the provision of the Salary Administration Plan under any title other than those of the Classification and Salary Schedule, or under any title other than that of the job the duties of which are actually performed. The job title in the Classification and Salary Schedule of the Plan shall be the official title for all purposes having to do with the position and shall be used to designate the position in all payrolls, budget estimates and official reports, and in every other connection involving personnel and fiscal processes.

### **SECTION 4. NEW OR CHANGED POSITIONS**

The Personnel Committee tentatively may add new job title and descriptions to this Plan, establishing minimum and maximum wage or salary brackets for the same, and reclassifying existing jobs, revising the description and the minimum and maximum wage and salary brackets therefore, and such addition or reclassification to be effective only for the period from the date of such action by the Personnel Committee to the date of any vote with respect thereto adopted at a subsequent Town Meeting but in no case later than the next Annual Town Meeting unless such later date as may be specified by such vote. Any increase in wages or salaries under this section shall be effective only if funds are available for the purpose, and approved by the Finance Committee and Board of Selectmen.

### **SECTION 5. RECLASSIFICATION OF EMPLOYEES**

No employee shall be reclassified to a job in another group, either higher or lower, until the Personnel Committee shall have determined that such a reclassification will be consistent with the provisions of the Salary Administration Plan.

### **SECTION 6. JOB DESCRIPTIONS AND INTERPRETATIONS**

The Personnel Committee shall maintain written job descriptions of the jobs or positions in the Classification and Salary Schedule of the Plan, each consisting of a statement describing the essential nature of the work characteristics of the positions that distinguish the positions from other positions. The description for any position shall be construed solely as a means of identification and not as prescribing what the duties or responsibilities of any position shall be, or as modifying, or in any way affecting, the power of any administrative authority, as otherwise existing, to appoint, to assign duties to, or to direct and control the work of, any employee under the jurisdiction of such authority.

### **SECTION 7. SALARY SCHEDULE**

The Classification and Salary Schedule of the Salary Administration Plan, set forth in Schedule A of this by-law, shall consist of the maximum and minimum salaries, step-rate salaries or single rate salaries for the groups and positions in the Classification and Salary Schedule. The salary range of a group shall be the salary range for all positions classified in such group.

Irrespective of the period of time for which pay rates may be shown in the Salary Schedule, all employees shall continue to be paid on an hourly, weekly, monthly, or other basis, as at present, unless otherwise authorized by the Personnel Committee or by amendment of the Salary Administration Plan.

## **SECTION 8. SALARY RATES ABOVE MAXIMUM**

Any salary rate which is above the maximum rate for a job, as established by Salary Administration Plan, shall be deemed to be a personal rate, and apply only to the incumbent. When such incumbent leaves the employ of the Town or is transferred to another job with a higher maximum rate than their personal rate or higher maximum rates are established, the personal rate shall disappear. No other employee assigned to or hired for such job shall advance beyond the maximum of the job.

## **SECTION 9. LAYOFF PROCEDURE – RECALL PROCEDURE**

Layoff Procedure – If the Town decides to layoff employees, it shall determine from which classification(s) layoffs shall be made. Layoffs shall then be made based on seniority within the classification.

“Seniority” shall be the length of an employee’s continuous service measured from the employee’s most recent appointment date; provided an employee’s seniority may be reduced for periods of unpaid leave, unless otherwise prohibited by law.

If two or more employees in the same classification have the same seniority, the employee who has the shorter term of continuous employment with the Town shall be laid off. If there are two or more employees in the same classification with the same seniority and the same term of continuous employment with the Town, a part-time employee shall be laid off before a full-time employee. If there are still two or more employees in the same classification, the CAFO shall determine which employee shall be laid off.

An employee that is scheduled to be laid off shall have the right to bump other employees in lower classifications with less seniority, provided that the CAFO, in his/her sole discretion, but with consultation of the Department Head, shall make a determination that the employee retained is qualified and able to perform the duties of the lower classification, subject to disability discrimination laws.

Employees who have been laid off from employment are responsible for keeping the Town advised of their current address for the purpose of potential recall from layoff.

Recall Policy – If the town conducts a recall from layoff, recall shall be offered in reverse order of layoff by classification provided the laid off employee is qualified and able to perform the duties of the classification to which the employee is being offered recall, subject to disability discrimination laws.

Employees shall only be eligible for recall from layoff under the terms of this policy for one (1) year from the date of the employee’s layoff.

Any employee who is recalled from layoff under the terms of this policy shall retain his/her seniority, less the period of layoff.

The Town will notify an employee of a recall opportunity by certified letter (or other verifiable method of delivery) to the employee’s last known address. An employee who has been offered an opportunity to be recalled from layoff must advise the Town of his/her intention to accept recall within five (5) working days.

## **SECTION 10. TRANSFERS AND PROMOTIONS**

(a) When an employee is promoted to a job with a higher rate range, or rate of pay, he/she shall enter it at the minimum of the job rate range or at their own rate, whichever is the higher, but in no event at a rate in excess of the maximum for such job. He/she may also receive at the time one or more step rate increases, provided the maximum for the job is not exceeded, if the Department Head

recommends that qualification and performance warrant it, and the Personnel Committee approves. If the Department Head should feel that there should be a trial period before recommending the promotional step rate increase or increases, on recommendation of the Department Head, the Personnel Committee may approve any such deferred promotional increase at the conclusion of the trial period.

(b) If an employee is transferred to a job with a lower rate range, or rate of pay, he/she shall enter it at their own rate or at the maximum rate for the job, whichever is the lower.

## **SECTION 11. NEW PERSONNEL**

(a) The hiring rate shall be the minimum of the rate range of the job for which the new employee is hired, unless otherwise authorized by the Personnel Committee. Department Heads shall notify the Personnel Committee of the hiring of all new personnel. This notification shall be done in writing via the New Hire Personnel Form # 208.

(b) For new regular full-time, and new regular part-time personnel for whose position there is a rate range and step rates, the first six months of employment shall be probationary period, at the end of which, the employee may be given one-half (1/2) of the salary increment to which he/she would otherwise be entitled at the end of one year, subject to the approval of the Department Head and the Personnel Committee. Otherwise, he/she shall be eligible for consideration after one year of continuous service. This probationary step rate increase shall apply only at the start of employment for those employees starting at the minimum rate of the job and shall not apply in case of transfer or promotion from one job to another.

(c) Prior to any employee's successful completion of the six month probationary period, any disciplinary action shall be determined by the Department Head. Any disciplinary action taken during the employee's probationary period shall be immediately reported in writing to the Personnel Committee by the Department Head.

## **SECTION 12. GRIEVANCE PROCEDURE**

If any employee feels aggrieved by the operation of any provisions of this Plan he/she shall first discuss the matter with their Department Head. If a conference between the employee and their Department Head fails to clear up any question to the satisfaction of the employee, he/she may refer the matter in writing to the Personnel Committee. This Committee shall take the question under advisement, collecting such facts relating thereto as it may deem helpful and it may, in its discretion, hold hearings with respect to such question. Not later than thirty days after receipt of written submission of the matter to it, the Personnel Committee shall render its decision and thereafter promptly take such action as may be necessary and authorized hereunder relative to the dispute.

## **SECTION 13. DEPARTMENT BUDGETS**

Each Department Head shall include in the annual budget request, a pay adjustment section to provide funds for anticipated pay adjustments during the ensuing year, expenditures to be made therefrom only in accordance with the Salary Administration Plan with approval of the Personnel Committee.

## **SECTION 14. SEVERABILITY PROVISION**

In the event any provision of this by-law or application thereof, shall be held to be invalid by the proper authorities, this shall not be construed to affect the validity of any other provision, or application thereof, of this by-law.

## **SECTION 15. CIVIL SERVICE**

Nothing in this by-law of Salary Administration Plan shall be construed to conflict with Chapter 31 (Civil Service) of the General Laws.

## **SECTION 16. HOURS OF WORK**

The schedule of hours to be worked shall be determined by the appropriate Department Head as directed by the appropriate Board or elected official and shall be posted in the department as the official regular work schedule and a copy furnished to the Selectmen and Treasurer. For definitions of employee types based upon their work week, please see Section 26.

For positions entitled to overtime pay at one and one-half (1 1/2) times the regular rate for work actually performed in excess of forty (40) hours within a work week, the words "work actually performed" shall be construed to include all duly paid time off, including but not limited to holidays, sick leave, vacation, personal days and bereavement leave, and such leave shall be included in the computation of forty (40) hours.

Unauthorized leave or leave for which the employee is not entitled to compensation shall not be included in such computation.

- I. Industrial Trades and Service Occupations
  - A. Work Week 40 hours in 5 days.
  - B. One and one-half (1 1/2) times the regular rate will be paid for work actually performed in excess of forty (40) hours within a work week.
- II. Office Occupations
  - A. Work Week - Forty (40) hours in five days and may be reduced administratively to 37 1/2 hours in five days.
  - B. One and one-half (1 1/2) times the regular rate will be paid for work actually performed in excess of forty (40) hours within a work week.
- III. Public Safety Occupations
  - A. Fire Department - The hours of the Fire Department shall be determined by the Chief with the approval of the Personnel Committee provided, however, that all hours worked by any member of the Fire Department will be paid for at the regular rate then in force.
- IV. Administrative and Professional Occupations
  - A. Persons employed in these positions are not governed by hours of the positions under their supervision or control. Generally, such positions shall be for at least forty (40) hours per week when full-time and not entitled to overtime.

Notwithstanding anything in the foregoing paragraphs, the appropriate department head may, instead of paying the overtime rate, provide that the employee take compensatory time off at a rate of 1 1/2 times the hours worked that qualify for overtime pay. Compensatory time must be taken within 60 days.

## **SECTION 17. PAID VACATIONS**

All persons employed regularly by the Town full-time or part-time for a minimum of twenty (20) hours per week shall receive paid vacations according to the following schedule. The part-time compensation formula shall be used to determine the prorated part-time employee's vacation day (See Section 26).

After completion of 10 months continuous service - 10 paid days (2 Calendar Weeks).

After completion of 5 years continuous service - 15 paid days (3 Calendar Weeks).

After completion of 10 years continuous service - 20 paid days (4 Calendar Weeks).

After completion of 20 years continuous service - 25 paid days (5 Calendar Weeks).

Provided, however, that:

1. Persons first employed during the months of July or August of any year shall be credited with 10 days (2 calendar weeks) on the next succeeding July 1, and thereafter on each succeeding July 1, to 5 years of continuous service.
2. Persons first employed during the months of September through June of any year shall on the next succeeding July 1 be credited with one day for each full month of service completed, and thereafter on each succeeding July 1 to 5 years of continuous service shall be credited with 10 days (2 calendar weeks).
3. On the July 1 succeeding 5 years of continuous service and thereafter on each succeeding July 1 to 10 years of continuous service, 15 days (3 calendar weeks), vacation credits shall be added.
4. On the July 1 succeeding 10 years of continuous service and thereafter on each succeeding July 1 to 20 years of continuous service, 20 days (4 calendar weeks) vacation credits shall be added.
5. On the July 1 succeeding 20 years of continuous service and thereafter on each succeeding July 1 to retirement, 25 days (5 calendar weeks) vacation credits shall be added.
6. When an employee's service date falls after the normal vacation disbursement of July 1<sup>st</sup>, for the completion of the 5<sup>th</sup>, 10<sup>th</sup>, and 20<sup>th</sup> year, the additional week will be given on the service anniversary date for those years only on a pro-rated basis as follows:

1/12<sup>th</sup> of the employee's regular weekly hours for every full month from the employee's service anniversary date up until the following July 1<sup>st</sup>.

Earned vacation time up to and including two (2) weeks must be used in the year granted. No unused portion of this allowance shall be carried forward into a subsequent vacation year, nor shall any monetary compensation be given for such unused portion. Earned vacation time in excess of two weeks should be used in the year granted, and no portion of such excess shall be carried forward into a subsequent year. If departmental scheduling or other serious extenuating circumstances preclude the use of all such excess in the year granted, the employee shall receive compensation equivalent to such unused portion in a lump sum payable on the last payroll warrant in June, in addition to their regular salary; provided, however, that such payment must be approved by the Department Head and written authorization signed by the Personnel Committee in advance of such payment.

Resigned, Discharged, or Suspended. An employee who resigns in good standing shall receive compensation equivalent to earned vacation allowance, provided he/she has been in the continuous service of the Town for 10 months, as follows:

- (a) All currently available, unused vacation allowance up to a maximum of five (5) weeks; and (b) One twelfth (1/12) of the vacation allowance which would otherwise have been credited on the next succeeding July 1, for each full month worked since the preceding July 1. Earned vacation leave with pay shall not be granted any employee who is discharged or suspended for cause.

The vacation year shall begin July 1. The assignment of vacation leave shall be arranged by the Department Head for such time or times as best serve the public interest, provided, however, that each employee shall be entitled to use at least one (1) week of their vacation accrual during the period between June 1 and September 15 if desired, based on seniority.



No vacation time may be used in advance of the July 1 date on which it would normally be credited; except that where such advance served the needs both of the employee and of the Town, it may be requested by the Department Head and authorized in writing by the Personnel Committee. In no case shall any such advanced vacation exceed the number of days for which the employee would be entitled to compensation, were he/she to terminate their services in good standing on the first day of such vacation, in accordance with the provisions of paragraph 5, subparagraph (b), of this section.

The minimum allowable time charged against vacation shall be four (4) hours.

## **SECTION 18. PAID HOLIDAYS**

The Town of Lunenburg shall observe the following holidays:

New Year's Day	Columbus Day
Martin Luther King Day	Veterans' Day
Washington's Birthday	Thanksgiving Day
Patriots Day	The day after Thanksgiving
Memorial Day	The day before Christmas
Independence Day	Christmas Day
Labor Day	

It is the intent of this section that no employee, employed full-time or part-time for a minimum of twenty (20) hours, shall lose pay by the observance of any of the listed holidays; provided, however, that part-time employees shall receive holiday benefits only for holidays falling within their regularly scheduled work week; and provided further that, except as specifically provided elsewhere in this section, no employee, full-time or part-time, shall receive, in any week in which a holiday occurs, compensation in excess of his or her normal week's pay as a result of the payment of compensation for such holiday. To these ends, this section shall be administered as follows:

**Full-Time Employees (37.5 - 40 hours):** The employee is entitled to each of the scheduled holidays or the equivalent time off with pay, based on the hourly rate of the employee for the number of hours normally worked on the day of the week on which the holiday falls, or for the number of hours normally worked on the day of the week given as equivalent time off, as the case may be.

**Part-Time Employees (minimum 20 hours):** The employee is entitled to compensation for those holidays falling within his or her usual work schedule only, as follows:

- a. The number of hours normally scheduled for the day of week on which the holiday falls; or
- b. The number of hours normally scheduled for each week, divided by the number of days normally scheduled to work in each week, whichever is applicable.

Holiday time will be given on the holiday if possible. If not, where applicable, equivalent time off with pay will be granted. However, if according to the needs of the Department, holiday time or equivalent time off cannot be granted, the employee shall receive payment at one and one-half times the regular hourly rate for all hours worked on the holiday, in addition to his or her holiday pay.

Whenever a holiday falls on Sunday, it will be observed on the Monday following. Whenever a holiday falls on Saturday or on a full-time employee's day off, holiday time will be scheduled by the Department Head. To be eligible for holiday pay, it is necessary that an employee work his or her full assigned shift on his or her regularly scheduled work day before a holiday, and the next regularly scheduled working day following the holiday, unless the employee has been excused for a legitimate reason by the Department Head. Holiday time will not be cumulative

and must be taken within either three (3) weeks before or three (3) weeks following the specified holiday.

## **SECTION 19. SICK LEAVE**

All persons employed, full-time or part-time who have completed the six (6) months probationary period by July 1 of any year, shall be entitled to sick leave of twelve (12) days, to be credited on July 1. The part-time compensation formula shall be used to determine the prorated part-time employee's sick pay (See Section 26).

New Employees having completed the six (6) months probationary period shall be credited as of the end of said six (6) months, with sick leave in the amount of one day for each full month intervening between the six months anniversary date and the next July 1, up to the maximum of twelve (12) days. Use of such leave must be occasioned by sickness or injury.

Unused sick leave shall be cumulative up to a maximum of 150 days, and shall be carried forward on July 1 of each year, to be added to the sick leave credited as of July 1. Sick leave may be donated to another employee who has exhausted their accumulated sick leave at the discretion of the Town Manager.

When an employee finds it necessary to be absent because of accident or illness, he/she shall report the fact to their immediate supervisor as soon as possible either in person or by agent. Sick leave will not be granted unless such report is made. For the protection of the Town, the Department Head or supervisor may require the presentation of a doctor's certificate in connection with a claim for sick leave and may, if it is deemed advisable, send a doctor or nurse to investigate any absence alleged to be caused by illness. Any employee who refuses to submit to a doctor's examination shall not be entitled to sick leave.

The minimum allowable time charged against sick leave shall be two (2) hours.

An employee who retires in good standing shall receive compensation based on a percentage of his/her accumulated unused sick leave up to a maximum of sixty (60) days, as follows: 5 years continuous service 10%; 15 years continuous service 50%; 25 years continuous service 75%. In the event of an employee's death, the above benefit will be paid to his/her beneficiary. This retirement benefit will not be available to any employee hired after June 30, 2010. *(revised 5/1/10)*

## **SECTION 19A. PERSONAL LEAVE**

All persons employed, full time or part time who have completed six (6) months probationary period by July 1 of any year, shall be entitled to personal leave of three (3) days, to become available on July 1 for use during the ensuing fiscal year. The part-time compensation formula shall be used to determine the prorated part-time employee's personal day (See Section 26).

New employees having completed the six (6) months probationary period shall be credited as of the end of said six (6) months, with one (1) personal day for use during the period between said six (6) months anniversary and the end of the then current fiscal year; provided, however, that the said six (6) months probationary period must have been completed by May 1 of that year.

Employees who do not use any sick leave within a three month (3) month period (calculated quarterly), will be entitled to one (1) additional personal day for each such quarter; said personal

days are to be used in the same fiscal year in which they are earned. Personal leave shall be scheduled with the approval of the Department Head. Personal leave shall not be cumulative.

## **SECTION 19B. FAMILY AND MEDICAL LEAVE**

The Town agrees to abide by the provisions of the 1993 Family and Medical Leave Act (FMLA). All eligible employees are entitled to up to twelve (12) weeks of unpaid leave for certain family and medical reasons in a one (1) year period. Employees are eligible for FMLA if they have worked for the Town for at least one (1) year and at least for one thousand two hundred and fifty (1,250) hours over the previous twelve (12) months.

Unpaid FMLA leave must be granted for any of the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care
- To care for the employee's spouse, son, daughter, or parent, who has a serious health condition
- For a serious health condition that makes the employee unable to perform the employee's job

In accordance with the past practice, the Town allows, at the option of the employee, the use of paid leave time during the FMLA absence including accumulated Sick Leave, Vacation Leave, and Personal Leave. The Town requires all employees applying for an FMLA leave to notify their Department Head, in writing, thirty (30) days prior to the leave, if possible.

## **SECTION 20. BEREAVEMENT LEAVE**

In the event of death in an employee's family (wife, husband, mother (in-law), father (in-law), child, grandparents, brother, or sister) up to and including three days off duty may be granted, with pay, not to be charged against sick leave. Any time above the three days is to be charged against sick leave.

## **SECTION 21. MILITARY LEAVE**

Town employees with a minimum of six consecutive months employment with the Town who serve in the State or Federal military training forces under orders shall be allowed full pay for not more than one normal working week and shall be granted a military leave of absence for the period of their required service with said forces.

Military leave of absence with pay shall be granted to employees of the Town on occasion of their appearance before local draft boards or draft appeal boards, or for physical examinations ordered by said boards; but no such leave shall be granted for a period of more than one day without the approval of the Personnel Committee. Such leave shall be deemed to be a military leave of absence.

A military leave of absence without pay shall be granted to any Town Officer or employee called to active duty with the State or Federal Armed Forces for purposes other than the routine annual tour of duty for training purposes.

As used herein, the phrases "military training forces" or "armed forces" shall mean the United States Air Force, the United States Army, the United States Navy, the United States Marine Corps, the United States Coast Guard, the Massachusetts National Guard, the Massachusetts Air National Guard, the Massachusetts State Guard, and any and all components thereof.

## **SECTION 22. JURY DUTY**

All persons permanently employed, whether full time or part time for a minimum of twenty (20) hours per week, called for jury duty shall be paid by the Town, an amount equal to the difference between the compensation paid for a normal working period and the amount paid by the court, excluding allowance for travel, and this will be certified by the Town Clerk or Treasurer upon presentation of the check for monies received for Jury Duty.

## **SECTION 23. LONGEVITY PAY**

At ten years of service, computed and paid at the anniversary date of employment and thereafter, each employee permanently employed, whether full or part time, shall receive an annual bonus equal to \$5.00 for each year of continuous service since the last date of hire (which must have been at least ten years previous), or 2% of their annual salary rate, whichever is greater, at 15 years of continuous service – 2.5% of their current salary rate and at 20 years of continuous service – 3% of their current salary rate. For any part time employee the amount shall be reduced pro-rata to a portion of \$5.00 per year based on the length of his average work week during the most recent 24 months of service, or the percentage of their current annual salary rate applicable to their length of service.

## **SECTION 24. TRAVEL REIMBURSEMENT**

Travel reimbursement shall be by signed voucher at the rate of .405 per mile when using the employee's own car, plus tolls and parking fees.

## **SECTION 25. DISCIPLINE POLICY**

Items which constitute grounds for disciplinary action against an employee include: chronic absenteeism or tardiness, insubordination or refusal to work, infraction of work and safety rules, threat of physical violence against fellow employees, use of profane language to a supervisor or fellow employee, or offenses of comparable gravity or severity.

Upon determination by the Department Head that disciplinary action is warranted, the following procedures shall be implemented for all employees that have successfully completed a six (6) month probationary period:

- STEP 1. 1st Offense - Written warning.
- STEP 2. 2nd Offense - A formal written reprimand notifying the employee of a one day suspension and that one further offense shall result in a three day suspension without pay.
- STEP 3. 3rd Offense - Employee will receive an immediate three day suspension without pay and a written notification that any further offense shall be grounds for dismissal.
- STEP 4. 4th Offense - Immediate dismissal of the employee.

The offense for which disciplinary action is taken may be any combination of the items described above. For example, offense number one could be tardiness, offense number two could be absenteeism, and offense number three could be refusal to work or insubordination. If an employee goes twenty-four (24) months without a further offense, the first offense beyond twenty-four (24) months shall be disciplined at the level of step one.

The following infractions are grounds for the immediate dismissal of an employee for just cause by the Department Head. Just cause may include, but shall not be limited to, the following:

- Willful neglect or non-performance of one or more assigned duties;
- Demonstrated incompetence in the performance of one or more assigned duties;

Behavior that seriously interferes with the normal operation of the municipality, the department, or any member of the workforce;  
Insubordination, which shall mean a refusal to carry out a direct order;  
Dishonesty in the performance of assigned duties;  
Chronic absenteeism or tardiness without reasonable excuse;  
Unauthorized possession or use of alcohol or an unprescribed controlled substance during any period of assigned work;  
Municipal theft.

## **SECTION 26. DEFINITIONS**

The following terms used in the Salary Administration Plan shall be defined as set forth herein:

*Full-Time Employee* shall mean any person who spends an amount of time equal to thirty-seven and one-half (37.5) or forty (40) hours of permanently scheduled work per week in the service of the Town.

*Hourly Employee* shall mean any employee of the Town who by virtue of their classified position is compensated at an hourly rate for services rendered. Hourly employees are not eligible for benefits (i.e. vacation, sick-time, insurance, etc).

*Intermittent Employee* shall mean any person who works less than twenty (20) hours per week on a regular basis. Intermittent employees are not eligible for benefits (i.e. vacation, sick-time, insurance, etc) and work less than one thousand forty (1,040) hours per year in the service of the Town.

*Part Time Compensation Formula* shall mean normal scheduled hours worked per week, divided by five, as the prorated compensation for part-time employees.

*Part-Time Employee* shall mean any person who spends less than thirty-seven and one-half (37.5) hours but twenty (20) hours or more of permanently scheduled work per week in the service of the Town.

*Probationary Period* shall mean the initial six (6) month period of employment with the Town.

*Seasonal Employee* shall mean any employee, part or full-time who spends no more than six (6) months or one hundred eighty (180) days whichever is less per year, in the service of the Town. Seasonal employees are not eligible for benefits (i.e. vacation, sick-time, insurance, etc).

**TOWN OF LUNENBURG  
CLASSIFICATION PLAN  
ALPHABETICAL LISTING OF CLASS TITLES**

CLASS TITLE*	POINT VALUE**	GRADE***
Account Clerk	185	4
Administrative Assessing Assistant	399	6
Administrative Assistant	395-419	8
Assistant Assessor	588	9
Assistant Town Clerk	370	8
Assistant Treasurer/Tax Collector	444	9
Board Secretary	305	
Building Custodian	210	
Building Inspector	650	14
Cemeteries Superintendent	490	
Chief Administrative Assistant	----	13
Clerk Typist	175	
Construction Supervisor	460	
Council on Aging Director	570	11
Council on Aging Outreach	----	6
DPW Director	----	16
Emergency Services Dispatcher	----	
EMT Coordinator	----	7
Equipment Operator/Skilled Laborer	295	
Firefighter - Call/FT	360	7
Firefighter - EMT - Call/FT	----	7
Firefighter/EMT - Call/FT	535	9
Firefighter/EMT/LT - Call/FT	571	10
Firefighter/EMT/Capt - Call/FT	----	11
Firefighter/EMT/Deputy Chief - Call	----	12
Head Account Clerk	365	8
Head Clerk	361	8
Heavy Motor Equipment Operator	385	
Highway Supervisor	----	
Junior Library Assistant	175	4
Library Director	615	
Library Page	110	1
Meal Site Manager	240	3
Motor Equipment Repairer	380	
Park Maintenance Superintendent/DPW	490	
Payroll Coordinator	400	10
Planning Director	----	13
Police Secretary/Rape Officer	353	
Principal Account Clerk	325	7
Principal Assessing Clerk	350	7
Principal Clerk	325	7
Principal Library Assistant	345	7
Public Safety Head Clerk Coordinator	423	10

Secretary to Executive Secretary	385	
Senior Account Clerk	235	6
Senior Assessing Clerk	315	6
Senior Building Custodian	275	
Senior Clerk	235	6
Senior Library Assistant	255	6
Senior Equipment Repairer	450	
Sewer Business Manager	-----	11
Special Heavy Motor Equipment Operator	405	
Staff Librarian	425	09
Technology Director	935	15
Treasurer/Tax Collector	605	14
Work Leader (Highway)	490	

\* Class Titles and associated grades may or may not be used for those under union or individual contracts. There are new class titles and some are renamed for clarity.

\*\* Point Values are maintained at the level they were prior to this change for 2011 on job titles that already existed. Jobs titles added do not have a point value assigned at this time.

\*\*\* New Grades have been assigned to those jobs mapped to the 2011 Salary Schedule. *(revised 5/1/10)*

# TOWN OF LUNENBURG

## SALARY SCHEDULE

### FOR FISCAL YEAR 2012

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
1	\$9.25	\$9.53	\$9.81	\$10.11	\$10.41	\$10.72	\$11.04	\$11.38
2	\$10.08	\$10.38	\$10.70	\$11.02	\$11.35	\$11.69	\$12.04	\$12.40
3	\$10.99	\$11.32	\$11.66	\$12.01	\$12.37	\$12.74	\$13.12	\$13.52
4	\$11.98	\$12.34	\$12.71	\$13.09	\$13.48	\$13.89	\$14.30	\$14.73
5	\$13.06	\$13.45	\$13.85	\$14.27	\$14.70	\$15.14	\$15.59	\$16.06
6	\$14.23	\$14.66	\$15.10	\$15.55	\$16.02	\$16.50	\$16.99	\$17.50
7	\$15.51	\$15.98	\$16.46	\$16.95	\$17.46	\$17.98	\$18.52	\$19.08
8	\$16.91	\$17.42	\$17.94	\$18.48	\$19.03	\$19.60	\$20.19	\$20.80
9	\$18.43	\$18.98	\$19.55	\$20.14	\$20.74	\$21.37	\$22.01	\$22.67
10	\$20.09	\$20.69	\$21.31	\$21.95	\$22.61	\$23.29	\$23.99	\$24.71
11	\$21.90	\$22.56	\$23.23	\$23.93	\$24.65	\$25.39	\$26.15	\$26.93
12	\$23.87	\$24.59	\$25.32	\$26.08	\$26.86	\$27.67	\$28.50	\$29.36
13	\$26.02	\$26.80	\$27.60	\$28.43	\$29.28	\$30.16	\$31.07	\$32.00
14	\$28.36	\$29.21	\$30.09	\$30.99	\$31.92	\$32.88	\$33.86	\$34.88
15	\$30.91	\$31.84	\$32.79	\$33.78	\$34.79	\$35.83	\$36.91	\$38.02
16	\$33.69	\$34.70	\$35.74	\$36.82	\$37.92	\$39.06	\$40.23	\$41.44
17	\$36.73	\$37.83	\$38.96	\$40.13	\$41.33	\$42.57	\$43.85	\$45.17
18	\$40.03	\$41.23	\$42.47	\$43.74	\$45.05	\$46.41	\$47.80	\$49.23
19	\$43.63	\$44.94	\$46.29	\$47.68	\$49.11	\$50.58	\$52.10	\$53.66
20	\$47.56	\$48.99	\$50.46	\$51.97	\$53.53	\$55.14	\$56.79	\$58.49

Step 1 Defined as the first fiscal year of employment (0-12 months)

Step 2 Defined as occurring on the successful completion of year 1 of employment

Step 3 Defined as occurring on the successful completion of year 2 of employment

Step 4 Defined as occurring on the successful completion of year 4 of employment

Step 5 Defined as occurring on the successful completion of year 6 of employment

Step 6 Defined as occurring on the successful completion of year 8 of employment

Step 7 Defined as occurring on the successful completion of year 10 of employment

Step 8 Defined as occurring on the successful completion of year 12 of employment

Employees in good standing should be brought to new grade minimums by FY2012.

Step increases should occur as long as funds are available and only by approval of the Town Manager.  
(revised 5/1/10)